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SPECIAL COMMODITIES BRANCH MEMORANDUM NO. A-5

To: All Divisions and Sections, Special Commodities Branch

From: H. C. Albin, Chief, Special Commodities Branch

Subject: Daily Calendar

Division chiefs are to submit in triplicate a daily calendar report to the office of the Branch Chief not later than 9:30 each morning. The report should contain the following information regarding Division Chiefs, Section Chiefs and key personnel:

1. Meetings - subject, time, place and personnel attending.
2. Appointments - subject, with whom meeting, time and place. This to include only more important appointments, especially those at which policy matters to be discussed.
3. Personnel in travel status and location.
4. List key personnel in leave status (whether sick or annual) and expected date of return to duty.

When no meetings of importance are scheduled, submit report indicating that information.

Division chiefs should notify the secretary to the Branch Chief if any important meeting or appointment is arranged after the reports have been submitted.

Information to be included in these reports should be forwarded by each Section Chief to the secretary of the Division Chief for inclusion in one report from each Division.

It is incumbent upon all Section Chiefs and key personnel to notify the Division Chief of the above information promptly so that the Daily Calendar can be submitted on time. This personnel is also responsible for notifying the Division Chiefs of any changes in meetings, appointments and absences.

